



DEPARTMENT OF CONSUMER AND REGULATORY AFFAIRS

FACT SHEET

Basic Business License

NAICS: **441100**

Motor Vehicle Dealers

NAICS Description: This classification applies if you sell any automobile, mobile home, motorcycle, truck, truck tractor, trailer, semi-trailer, or bus. The term "motor vehicle" does not include any boat trailer, any vehicle propelled or drawn exclusively by muscular power, any vehicle designed to run only on rails or tracks, and any battery-operated wheelchairs when operated by a handicapped person at speeds not exceeding 10 miles per hour.

Transaction Type: Initial

Endorsement Class: Inspected Sales and Service

Legal Authority: DC Code 47-2851.03; 47-2851.02a DCMR: 18 DCMR Chptr 5; 6 DCMR Chptr 3
DC Code §50-603 et seq; §50-1505 et seq §28:2-104(2); §28:2A-103.a(5)

License Duration:	Two (2) Years	License Fee:	\$411.00
License Available Online:	No	Application Fee (fixed):	\$35.00
Online Processing Fee:	N/A	Endorsement Fee:	\$10.00
Payment Method:	If applying in person you can pay for your Basic Business License (BBL) by cash, check, money order, or credit card. If applying by mail you can pay for your Basic Business License (BBL) by check or money order payable to "DC Treasurer" and submitted to: Department of Consumer and Regulatory Affairs, Business License Center, 941 North Capitol Street, NE, Washington, DC 20002.		

Prerequisites: (See requirements below)

Application Requirements: All applicants for a Basic Business License must comply with the following DC Code requirements:

- **Basic Business License Application**
To make sure you get your BBL as quickly as possible, you must submit a properly completed Basic Business License Application package. All of your responses should be printed clearly in English.
- **Certificate of Occupancy / Compliance for Zoning Regulations**
Before applying for your BBL, you'll need a Certificate of Occupancy (C of O) for the location where your business is conducted to demonstrate that your business does not conflict with building and zoning codes. (If your business is located in an office building, you may operate under the umbrella of the C of O issued to the owner of the building, as long as the C of O was issued for the entire building; check with your building owner or management company for the C of O holder name, number, and issue date.) If you have any questions about Certificates of Occupancy, please call the Building & Land Regulation Administration at (202) 442-9472.
- **Clean Hands Certification**
You'll also need to certify that you don't owe more than \$100 to the District of Columbia government as a result of fees, penalties, interest, or taxes through completion of a Clean Hands form provided in your BBL application package.
- **Office of Tax & Revenue (OTR) Registration**
Before applying for your BBL, you'll also need to register your business with OTR. If you're not already registered, simply complete and file a Combined Business Tax Registration Application (Form FR500); this can also be done online. For more information, please call the Tax Customer Center at (202) 727-4TAX.
- **Car Order and Bill of Sale and/or Conditional Sales Contract**
You must submit two blank preprinted sample sets (containing your name, business address, and telephone number) of your *Car Order & Bill of Sale* and *Conditional Sales Contract* with the BBL application. You must typeset the forms and submit them in triplicate.
- **Certified Letter of Authorization**
Each individual, partner, and/or each officer of a corporation that signs the *Car Order & Bill of Sale* and/or *Conditional Sales Contract* must attach a certified letter of authorization to the BBL application.
- **Motor Vehicle Dealer Bond (\$25,000 Surety Bond)**
You are required to obtain a surety bond of twenty five thousand dollars (\$25,000) before you get a dealer license will be issued. In lieu of a surety bond, you may deposit other security with the DC Treasurer. Contact DCRA for more details on Surety Bond requirements.

Motor Vehicle Dealers (Cont.)

➤ **Department of Motor Vehicle Services Approval**

You must obtain the approval to operate a new or used car dealership from the Department of Public Works, Bureau of Motor Vehicle Services at 301 C Street, NW, Washington, DC, 20001. You must attach an Investigation Certification Form from Motor Vehicle Services to the BBL application.

➤ **Police Criminal History Report (PD-70)**

You must attach a Police Criminal History Report to your BBL application. To obtain a current copy of the PD-70 Report, contact the DC Metropolitan Police Department at 300 Indiana Avenue, NW, Washington, DC.

Special Instructions: If your business falls into one of the following categories, there are additional requirements for your BBL application, as described below.

➤ **Non-Resident of the District of Columbia (including Foreign Corporations)**

If you are not a resident of the District of Columbia, you'll need to appoint a Resident Agent or an Attorney-in-Fact who lives or works in an office in the District, who will be the official recipient of any financial, process, or legal notices that we need to send to you. If you are not a DC resident, please complete the [Certified Resident Agent Appointment Form](#).

➤ **Corporation, Limited Liability Company, or Partnership**

If you're a Corporation, LLC, or Partnership seeking your BBL, your business must be in "[Good Standing](#)." This means that your business has filed its required bi-annual reports and paid all applicable fees. If your business is not in "good standing" when you apply for your BBL, your application may be denied and you might have to pay a fine of \$500.00.

➤ **Corporate Registered Agents**

Every corporation needs to have a registered agent office in the District of Columbia. This office can – but does not need to be – the same as your place of business. Foreign corporations doing business in DC need to certify that their named registered agent is duly authorized to represent that corporation.

➤ **Trade Name Operative (Use of Fictitious Business Name)**

If your business uses a [Trade Name](#), you'll need to register the name with DCRA and indicate both the trade name and the official business name (including its corporation, LLC, or partnership classification) if applicable.

Responsible Agency: The Department of Consumer & Regulatory Affairs, Business and Professional Licensing Administration

Other District or Federal Agencies Involved for this Basic Business License A: DPW – Bureau of Motor Vehicle Services; Metropolitan Police Department

Additional Business Activities (BBL Endorsements):

If you conduct more than one business activity (endorsement type), you'll need to indicate those activities on your BBL application. You might have any number of additional business activities connected to this particular license endorsement. For example:

- **Tow Truck Operator and Tow Trucks** – BBL Business Activity (Endorsement)
- **Automotive Repair Services** – BBL Business Activity (Endorsement)
- **Gasoline Dealer** – BBL Business Activity (Endorsement)
- **Underground or Above Ground Fuel Storage Tank** – BBL Business Activity (Endorsement)
- **Sales Finance** – BBL Business Activity (Endorsement)

Special Notes: If your business includes any of the above endorsement activities, you can get additional fact sheets and application forms by contacting DCRA's BBL InfoCenter by phone at (202) 442-4311, or by email at bbl.infocenter@dc.gov.

If you prefer, you can get additional fact sheets and BBL package on our website at www.dcrd.dc.gov. Simply click on "Documents and Forms" on our main page and download the BBL forms. You will need to have Adobe Acrobat Reader on your computer; but if you don't, a link to this free download is available on our website. Once you've downloaded the forms, simply print, complete, and submit them with the applicable fees.

Businesses included within this NAICS Industry Sector: N/A
